

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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June 20, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE A SOLE SOURCE
CONTRACT BETWEEN LOS ANGELES COUNTY AND
THE LOS ANGELES HOMELESS SERVICES AUTHORITY FOR
SERVICES TO HOMELESS CalWORKs FAMILIES
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Mayor to sign the attached sole source Contract with the Los Angeles Homeless Services Authority (LAHSA), commencing July 1, 2006 or the day after Board approval, whichever is later, through June 30, 2007, with County option to extend for two additional one-year periods, for the provision of Outreach and Emergency Shelter Services to homeless CalWORKs Welfare-to-Work (WtW) participants. The maximum contract amount is \$3 million and is included in the Department's FY 06-07 proposed budget. The maximum annual contract amount for each of the one-year extensions is \$3 million. The cost of the Contract is fully funded by CalWORKs Single Allocation.
2. Delegate authority to the Director of the Department of Public Social Services (DPSS), to exercise the County's option to extend the Contract for two additional one-year periods, in the projected amount of \$3 million per fiscal year in accordance with the terms of the Contract.

"To Enrich Lives Through Effective And Caring Service"

3. Delegate authority to the Director, DPSS, to prepare and sign amendments to the Contract for any increase, of no more than 15 percent of the total Contract amount when the change is necessitated by additional and necessary services that are required in order for the Contractor to comply with changes in federal, State, or County requirements. The approval of the Chief Administrative Office (CAO) and County Counsel will be obtained prior to executing such amendments, and the Director will notify the Board and the CAO in writing within ten business days after execution.
4. Delegate authority to the Director, DPSS, to provide advance payments to enable Contractor to expend and to cover Contractor's operational/administrative costs. The advance payment will not exceed one-twelfth of the contract amount or \$250,000 and will be fully recouped by June 30, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 14, 2004, the Board requested DPSS to provide an action plan for enhancing services to homeless CalWORKs WtW families, in response to the increased number of families in Skid Row. DPSS submitted their recommendation for the Board to approve an Agreement with LAHSA for the continuation and augmentation of services to homeless CalWORKs families. As a result, two of the strategies DPSS developed to assist these homeless families were:

- An outreach team consisting of staff from LAHSA, Department of Mental Health (DMH) and Department of Children and Family Services (DCFS), to identify homeless families in Skid Row and connect them with appropriate services.
- An increase in the number of emergency shelter beds and hotel/motel vouchers for homeless CalWORKs WtW families.

On January 11, 2005, the Board authorized DPSS to amend the existing contract with LAHSA for a maximum contract amount of \$1,560,000, for the period of January 11, 2005 through June 30, 2005. This amendment provided outreach in Skid Row and emergency shelter services in each Supervisorial District for homeless CalWORKs WtW families.

On May 31, 2005, the Board authorized DPSS to amend the contract with LAHSA for a maximum contract amount of \$750,000, for the period of July 1, 2005 through September 30, 2005, to continue providing outreach and emergency shelter services to homeless CalWORKs WtW families.

On September 13, 2005, the Board authorized DPSS to amend the contract with LAHSA for a maximum contract amount of \$750,000, for the period of October 1, 2005 through December 31, 2005, to continue providing outreach and emergency shelter services to homeless CalWORKs WtW families.

On December 20, 2005, the Board authorized DPSS to amend the contract with LAHSA for a maximum contract amount of \$1,500,000, for the period of January 1, 2006 through June 30, 2006, to continue providing outreach and emergency shelter services to homeless CalWORKs WtW families.

OESS has reached the contract's three-year maximum; therefore, we are proceeding to renew the project via a new sole source contract with LAHSA in the amount of \$3 million for the period of July 1, 2006 through June 30, 2007.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being: to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

FISCAL IMPACT/FINANCING

The maximum annual amount of the sole source contract for OESS is \$3 million. The cost of the contract is fully funded with CalWORKs Single Allocation. Funding is included in the Department's FY 06-07 proposed budget. There is no additional net County cost (NCC) after the required CalWORKs maintenance of effort (MOE) is met.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

LAHSA provides services to the homeless families including, transportation, emergency shelter, transitional housing, crisis intervention referrals, emergency supplies (diapers, hygiene products, infant items, clothing), and permanent housing resources.

LAHSA also teamed with staff from DPSS, the Department of Children and Family Services, and the Department of Mental Health to seek out homeless families in Skid Row and to connect them with available benefits and services. This contract will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The contract includes a provision that allows automatic termination in the event funding is not available. The contract also includes provisions for performance/outcome measures.

The sole source Contract has been reviewed and approved as to form by County Counsel.

Contractor Performance

Historically, from February 2005 through December 2005, LAHSA's overall performance was satisfactory. LAHSA's performance is monitored through an evaluation of their Monthly Management Report and by the Department's quarterly monitoring in fiscal, administrative, and service delivery. However, during this period LAHSA has been untimely in providing the monthly invoice request for payment, as well as several Monthly Management Reports as required in the contract, and have been reminded to submit them within the contract's timeframe. The Contract Administrator has met with LAHSA during this period to help identify barriers to accomplish our mutual goals.

The contract's current Performance Outcomes include the provision that all families are placed in emergency shelter within one day of request for shelter and that all families requiring transportation to the Department of Mental Health or DPSS appointments are transported timely to ensure they meet their appointments on the scheduled dates/times. Through quarterly monitoring of case records and transportation logs, LAHSA has been found to be performing satisfactorily.

The proposed LAHSA OESS contract creates opportunities to better assess contractor performance by expanding Performance Outcomes for service delivery to include assisting families with: transportation to the Metro Family district for processing applications for CalWORKs cash assistance, Food Stamps and Medi-Cal benefits, Union Rescue Mission, Weingart Access Center or Midnight Mission, and to hotels/motels; homeless services; and services provided by the Department of Mental Health and/or the Department of Children and Family Services during agreed upon times and days.

CONTRACTING PROCESS

This sole source Contract will be procured in accordance with Title 45, Code of Federal Regulations, Part 74, and California Department of Social Services Regulation Section 23-650.1.12, which allows for non-competitive contracting with public agencies.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply as the recommended Contract is not being awarded under the provisions of Chapter 2.121 of the County Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This Contract will assist homeless CalWORKs WtW families in locating emergency and permanent housing. The Contract will not infringe on the rights of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter and four (4) original signed copies of the sole source Contract to the Director of DPSS.

Respectfully submitted,



Bryce Yokomizo
Director

BY:jv

Enclosures

c: Chief Administrative Officer
County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors